

DESIGN REVIEW BOARD MEMBERSHIP AND RESPONSIBILITIES

TOWN COUNCIL
FEBRUARY 2, 2021



DOWNTOWN DEVELOPMENT

- Overview of Downtown Development
- Outline of DRB Membership and Responsibilities
- Questions and Recommendations for Council

DOWNTOWN DEVELOPMENT

Strategic Direction

Last 15 years a number of steps have been taken to facilitate a more active and vibrant Downtown:

- *Tools, code, regulation, public boards, work session, etc.*

2006

Downtown Advisory Commission

- Town Council appointed the Downtown Advisory Commission (DAC) with the goal to identify and recommend options and opportunities to improve the downtown environment. The Commission consisted of representatives from Town Council, Town staff, downtown property owners, downtown business owners, and representatives from Douglas County, the Douglas County School Board, and Douglas County Library Board.

DOWNTOWN DEVELOPMENT

2008

Downtown Development Authority (DDA)

- DAC led an effort for downtown property owners to vote and form a downtown district boundary and create the Downtown Development Authority including an additional 3 mills of property tax within the boundary. The DDA uses Tax Increment Financing (TIF) to encourage and assist with ongoing investment, reinvestment and improvements in downtown.
- Lights Over Wilcox, Crosswalks, Festival Park, Parking, Development Projects, Rink at the Rock.
- Downtown Plan of Development (DDA document)

DOWNTOWN DEVELOPMENT

2010

Downtown Master Plan (Town document)

Downtown Overlay District

- To encourage a more vibrant downtown
- The DOD established architectural, landscaping, building design, and site development guidelines to encourage compatible land uses and ensure higher quality development in downtown to protect property values and to provide safe and efficient pedestrian and automobile access.
- Update signage code to allow signage that fits a historic downtown.
- The DOD also established the Design Review Board and the public hearing process for downtown development projects.

DESIGN REVIEW BOARD MEMBERSHIP

The Design Review Board was formed with Council adoption of the Downtown Overlay District. The Board consists of seven members appointed by Council:

- One member from the Planning Commission with a one year term;
- Two members from the Downtown Development Authority Board with a one year term;
- Two members from the Historic Preservation Board with a one year term, and;
- Two property owners within the Downtown Development Authority boundary. Downtown property owners may not be members of other Boards or Commissions and they serve a two year term.
- If a Design Review Board member loses a seat on a separate Board or Commission, that member concurrently loses a seat on the Design Review Board.

DESIGN REVIEW BOARD AUTHORITY

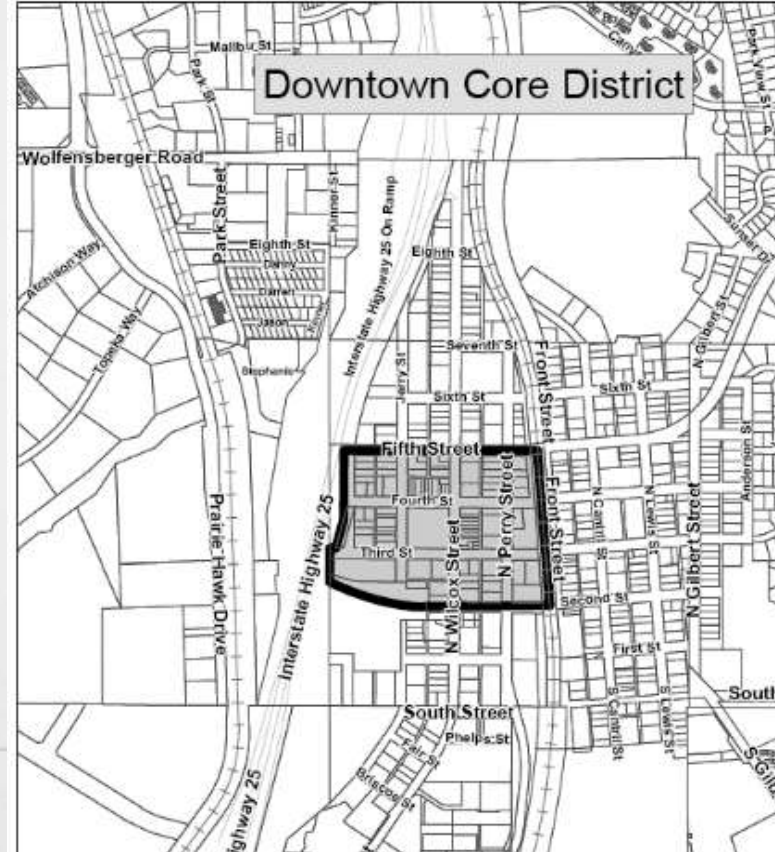
The Design Review Board has authority to:

- Review all Site Development Plan applications within the DOD boundary in a public hearing setting. Project design review is based on the Council adopted Vision and Comprehensive Master Plan, Council adopted Castle Rock Design program, and the Council adopted Downtown Master Plan.
- Approve, approve with conditions, or deny an application based on the Council adopted plans and code standards. If a Site Development Plan is denied by the DRB, the applicant may appeal that decision to the Town Council within 30 days of the DRB action.
- Grant variances to lot width, setbacks for front yard, side yard, and rear yard, landscape standards, DOD design standards, fence height, outdoor display of merchandise, and accessory structures and uses.

DESIGN REVIEW BOARD AUTHORITY

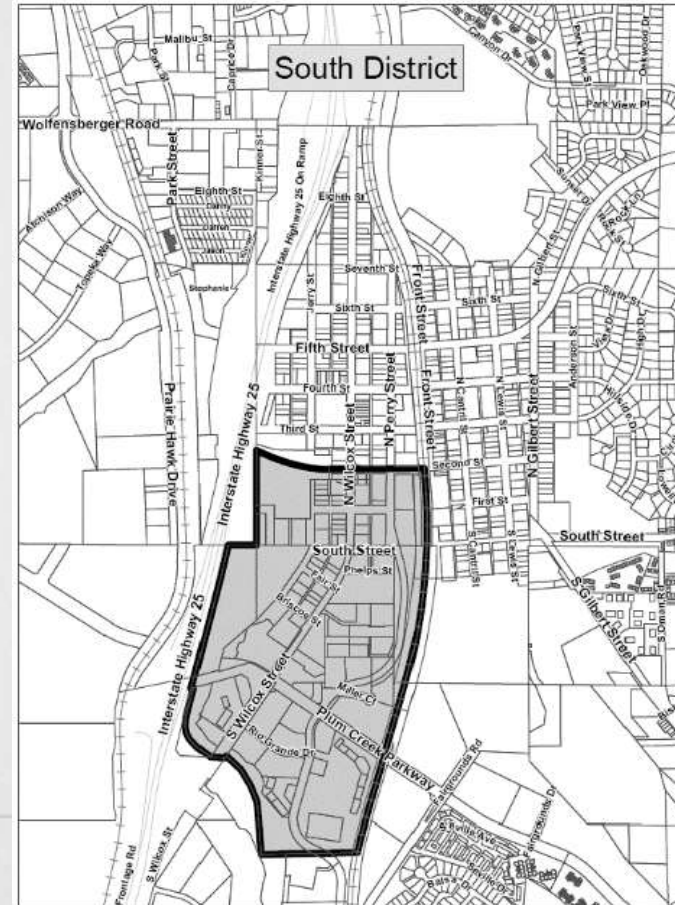
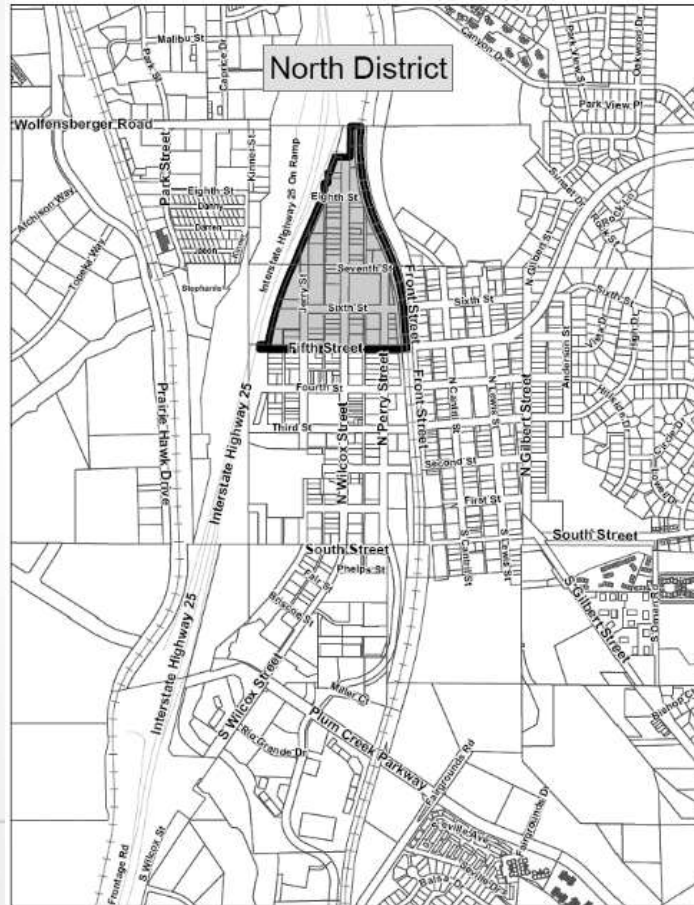
The Design Review Board has authority to review building heights depending upon where the building is located.

- **Downtown Core District.** Building height is limited to four stories, with a maximum height of 60 feet. A landowner may request one additional floor, with the corresponding increase in building height. The Board, at its discretion, may grant an additional floor after considering the following criteria:
 - Whether the project will incorporate design elements found in adjacent Landmark structures; and
 - The impacts of the increased building height on adjacent properties.



DESIGN REVIEW BOARD AUTHORITY

- **North and South Districts.** Building height is limited to six stories, with no maximum height limitation. The Board, at its discretion, may grant two additional floors in the North and South Districts.



QUESTIONS FOR COUNCIL

1. Does Council want to review and discuss changes to the DRB makeup?

In 2010 Council found that a Board made up of individuals with a background in site and building design, engineering, land development, and real estate or business would be appropriate to review and act on downtown applications versus Council.

In addition, Council found that a Board with the authority to review and act on downtown applications would aid with expediency of review and action to further encourage investment and reinvestment downtown.

QUESTIONS FOR COUNCIL

2. Does Council want to review and discuss changes to DRB authority?

Site Development Plans in downtown currently have one public hearing with DRB. This was put in place to aid with expediency of review and action to further encourage investment and reinvestment downtown.

Outside of downtown, Town staff review and act on all commercial site plans, (not residential), less than 10 acres and / or less than 100,000 sq. ft. in size. If residential is involved, they go to Planning Commission for recommendation, then on to Town Council for action.

An option to revise authority could include setting threshold for downtown projects that would go to DRB for recommendation, then on the Town Council for decision.

DOWNTOWN PROJECTS GREATER THAN 10,000 SQ. FT.

- 695 Jerry Street retail and office building at 24,120 sq. ft.
- Acme Water Tower retail, restaurant and office buildings at 11,937 sq. ft.
- The Move office and parking at 72,800 sq. ft.
- Mirage Dental medical office building at 18,477 sq. ft.
- Mercantile Commons retail, residential, and office at 25,920 sq. ft.
- Riverwalk North retail, residential and parking garage at 171,206 sq. ft.
- Riverwalk South retail, office, residential and parking garage at 221,360 sq. ft.
- 505 Jerry Street apartment building at 18,163 sq. ft. ***this project was not constructed***
- Encore retail, office, residential and parking garage at 465,500 sq. ft.

RECOMMENDATION

- Staff recommends Council act on all major projects and the DRB act as a recommending body to Town Council on major projects. This is similar to the Planning Commission's authority as a recommending body on all site plans outside the DOD boundary.
- Staff recommends that major projects be defined as any downtown project that exceeds 10,000 sq. ft. in building area.

This recommendation allows smaller downtown development applications such as site plans, façade improvements, landscape improvements, and signage improvements to be reviewed and acted upon by the DRB, while providing Council with authority to act on any major project in downtown.



Discussion/Questions